

PCS TRAVEL CLAIM CHECKLIST

Updated 03/20/2003

Station Order 1320.1

NAME _____ UNIT _____ MBR WORK EXT. _____ BOX # _____

PROVIDE YOUR E-MAIL ADDRESS TO RECEIVE A COPY OF YOUR SETTLED VOUCHER

PCS CLAIM

- ____ Name and SSN are correct on the orders and the 1351-2.
- ____ Advances or partial settlements must be annotated in block 10 of the 1351-2.
- ____ Appropriate box in block 18 of the 1351-2 is marked if member traveled by POV.
- ____ Annotate on the 1351-2 if two POV's were utilized.
- ____ Submit ORIGINAL 1351-2 and one copy of all orders, modifications, and receipts.
- ____ Submit all receipts for travel or reimbursable expenses that exceed \$75.00.
- ____ Copies or receipts are preferred. If submitting original receipts, ensure they are taped to a sheet of paper.

TEMPORARY LODGING EXPENSE

- ____ Submit a completed TLE certification.
- ____ Submit itemized lodging receipts or a Statement-in-lieu for Lodging.

DEPENDENT TRAVEL

- ____ Complete blocks 12, 13, and 14 of the 1351-2.
- ____ If block 14 of the 1351-2 is marked NO, explain why.
- ____ Dependent travel must be authorized in the member's orders.
- ____ Submit a 2nd itinerary if dependent travel is different from the members.
- ____ Submit DLA Certification if married to an Active Duty Spouse.

DLA

- ____ Ensure blocks 6 and 9 of the 1351-2 have dependents old and new physical address
- ____ For payment of DLA own right, submit a DLA own right certification. Provide old and new physical address.
- ____ Complete block 14 of the 1351-2. If block 14 of the 1351-2 is marked NO, explain why.

TAD ENROUTE

- ____ Submit orders with TAD appropriation data that authorize TAD.
- ____ Submit reporting and detaching endorsements from the TAD site.

SUPPLEMENTAL CLAIMS

- ____ A new 1351-2 is filled out with "Supplemental" and reason written across itinerary.
- ____ Submit a copy of the original 1351-2, computation sheets, and ONE copy of all orders and endorsements.
- ____ All previous payments and advances are annotated in block 9 on the new 1351-2.

SPLIT PAY OPTION

- ____ Annotate on the 1351-2 the amount elected to be paid the gov't credit card account.

MARINES THAT WANT THEIR ENTITLEMENTS TO GO TO A DIFFERENT ACCOUNT OTHER THAN THEIR REGULAR DIRECT DEPOSIT ACCOUNT MUST COMPLETE A DIRECT DEPOSIT FORM.

All PCS claims must be review by the admin section before being submitted to the Finance Office.

Admin's certification/date _____ ext. _____